

Having established the need to create a Turnitin submission link/area as explained in the *Turnitin: managing student expectations* staff user guide if you have editing permissions on a Moodle module site you can create a Turnitin submission area/link as follows:

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Create a Turnitin assignment submission area

1. Login to Moodle, enter your module site and click on **Turn Editing On**
2. Locate the week or topic in which the Turnitin submission point is required
3. Click on the **+ Add an activity or resource** drop down menu and choose **Turnitin**
4. After a few seconds your Internet browser should display a frame with the Turnitin interface. Enter the data requested on the screen displayed.
 - If this is **NOT** the first Turnitin assignment to be created on this module site you will see the **Select your assignment type** screen below first (see p. 3). It prompts you to select an assignment type (the default setting, **Paper Assignment** is usually appropriate as explained on the screen itself). Then scroll down and click on **Next Step** which will present you with the **New assignment** screen (see p. 2).
 - If this is the first Turnitin assignment to be created on this module site you will only see the **New assignment** screen below on p. 2.
5. Enter/amend the data required as prompted in the screenshot below and then click on **Optional settings**. (Always click on **Optional settings**. Scroll down and amend each option as you see fit. See **"Optional settings" screen** section on p. 3 for details).

Note: Creating a Turnitin assignment inbox for the online submission of student papers is always initiated in Moodle and completed in Turnitin because at Roehampton Turnitin is integrated into Moodle.

"New assignment" screen

Messages | English ▼ | Feedback | What's New | ? Help



[assignment inbox](#) | [edit assignment](#) | [libraries](#) | [class stats](#) | [preferences](#)

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "more options" button.

New assignment

Type in the name of the assignment. This will be the name of the submission link that appears on the module site.

Assignment title ?

Point value ?

Optional
Enter the number out of which this assignment will be marked. (Usually 100).

Start date ?
21-May-2012
at 17 : 41
The Start date is point from which students may start submitting their work.

Due date ?
28-May-2012
at 23 : 59
The Due date is the assignment deadline.

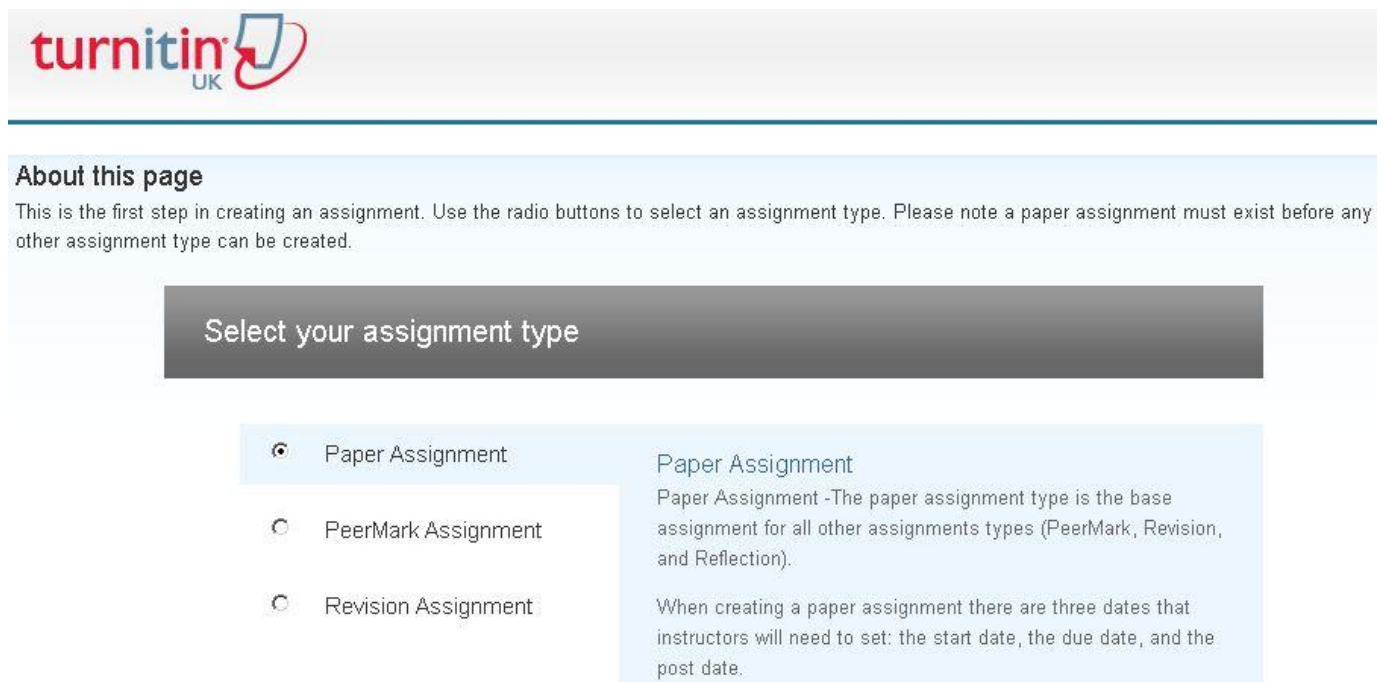
Post date ?
29-May-2012
at 0 : 00
The Post date is the date on which the results will be posted.
Edit the day and month by clicking on the calendar icon and the time by using the drop down menus below the date.

NOTE: For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Moodle Gradebook and when the author names are made available. Otherwise, in Moodle, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Moodle Gradebook.

Click on Optional settings before clicking on Submit to ensure that your students can re-submit and see their Originality Reports or not, as you wish.

+ Optional settings

"Select your assignment type" screen



turnitin
UK

About this page

This is the first step in creating an assignment. Use the radio buttons to select an assignment type. Please note a paper assignment must exist before any other assignment type can be created.

Select your assignment type

- ☒ Paper Assignment
- ☐ PeerMark Assignment
- ☐ Revision Assignment

Paper Assignment
Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).

When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

- **Paper Assignment:** Choose this option when creating an assignment submission point/link for the first time. It designates an area into which submissions for this assignment will go and determines that only one submission (the latest one, if resubmissions are allowed), is held for each student.
- **PeerMark Assignment:** Choose this option if you want students to Peer Review each other's papers or assignments. However, you must have first created a paper assignment, (i.e. an area into which papers/submissions for this assignment can be held). Having done this you'd then create a PeerMark assignment that will assign these papers to students to review.
- **Revision Assignment:** This option also, is only available for previously created paper assignments. The Revision assignment option should be selected if there are previous submissions you do not wish the students' work to be compared with. It is useful when a paper will go through one or more revisions (e.g. a formative assignment submission prior to the summative one).

"Optional settings" screen

After clicking on the **Optional settings** link in Turnitin the settings shown below are displayed. **Edit:**

Enter special instructions

Use this field to let your students know if you have configured this submission area to produce an Originality Report that they can access and if it will allow them to resubmit their work until the due date. You may also advise them that each submission must be a single file or document as their most recent submission will overwrite the previous one if resubmission is allowed.

Allow submissions after the due date?

An instructor can enable submissions after the due date and time. When enabled, a student will be able to submit his/her paper after the due date and time has passed, as long as s/he has not submitted a paper here before. Student submissions after the due date and time will be flagged with **red text** in the date column in the assignment inbox. A student cannot **resubmit** after the assignment due date and time, even if the late submission option is enabled.

Close options

Originality Report

Generate Originality Reports for submissions? 

- ☒ yes
☐ no

Generate Originality Reports for student submissions 

Immediately (can overwrite reports until due date) 

Exclude bibliographic materials from Similarity Index for all papers in this assignment? 

- ☐ yes
☒ no

Exclude quoted materials from Similarity Index for all papers in this assignment? 

- ☐ yes
☒ no

Exclude small matches? 

- ☐ yes
☒ no

Allow students to see Originality Reports? 

- ☒ yes
☐ no

Enable anonymous marking? 

- ☐ yes
☒ no

Submit papers to: 

no repository 

Search options 

- ☒ student paper repository
☐ institution paper repository
☒ current and archived internet
☒ periodicals, journals, & publications

GradeMark

Attach a rubric to this assignment 

Note: students will be able to view attached rubrics and their content prior to submitting.

No rubric  Launch Rubric Manager

☐ Would you like to save these options as your defaults for future assignments?

An **Originality Report** lists similarities between a piece of work submitted by a student and Turnitin's database of previously submitted work, websites and other sources. To have Turnitin create Originality Reports (ORs) select 'yes'.

To allow students to resubmit their work until the due date choose this option. To prevent resubmission select one of the other two options. Of these two the "on due date" option will only generate an OR on the due date, but in so doing it will compare all papers submitted to that assignment against each other.

Decide whether Turnitin should exclude students' bibliographies, works cited and references when generating ORs.

Decide whether Turnitin should exclude text between quotes when checking for matches when generating ORs. N.B. **The Overall Similarity Index (OSI)** reflects the total percentage of matched words the system was able to find for the submission. (It appears next to the color code in the

Decide whether Turnitin should compare students' work with small matches that are not of sufficient length (which you can set) from being considered when generating ORs.

To allow students to see their ORs and learn from them, select 'yes'.

Select 'yes' to obscure student names until the assignment's post date, or 'no' to see student names at all times.

Select 1 of 2 options – whether to add students' papers to the **Standard Paper Repository (SPR)** or not. The SPR retains a copy of the student's submission against which future submissions are checked.

Select available repository sources to compare submissions against.

Select '**No rubric**' if you don't want to use rubrics. But, if you do, select one appropriate for this assignment from the drop down menu. Click on **Launch Rubric Manager** if you want to create one now or import one.

Then click on the blue **Submit** button at the bottom of the screen. You may see a message like this,

"You have set a post date that is at least 2 weeks after the due date for this assignment. Your students will have to wait until after this date to see the results of this assignment.

Are you sure you want to continue ? Y/N"

Click on "Yes" and the final screen shown below will appear.

Final screen (in Moodle)

This screen confirms that your Turnitin submission link has been successfully created and this task is complete.

Click on the module site name or code under the University logo to return to your module site homepage.

You may wish to let your students know that they will be able to start submitting their work from the **Start date** and time that you set. (If you didn't change this date then they will be able to submit immediately).

University of Roehampton London

You are here: [Home](#) > [Courses](#) > [Learning Services](#) > [Turnitin Staff Test Site](#) > [Assignments](#)

You are logged in as [Karen Shackelford-Cesare](#) (Logout)

Search Courses... Search Moodle 2010 - 11 Moodle 2011 - 12

Notice that creating/editing a Turnitin submission area has created a frame within a frame each with its own scroll bars, hence the multiple Navigation bars seen above and below this text box. Always use the uppermost bar to go back to your module site homepage.

You are here: [Home](#) > [Courses](#) > [Learning Services](#) > [Turnitin Staff Test Site](#) > [Evi Sifaki](#) > [Final essay](#)

Click on this link to:

- edit the assignment settings
- view your students' papers and Originality Reports
- delete or download student submissions
- mark papers online using Turnitin's GradeMark tool.

This is where information entered in the Optional Settings, "Enter special instructions" text box appears. Hence, it is important not to leave it blank.

Final Essay

Submit your 3,000 word essay here. [Please refer to the Assignment Instruction Sheet for further details (see link on module site)]. Note the deadline below.

Coursework must fully acknowledge research resources used according to the University's bibliographic and referencing formats outlined in the guide [How to ... A Study Skills Guide for Students](#), available at the following URL: <http://core.roehampton.ac.uk/repository/search/dbm.pl?guid=25dce63c-19a2-4955-ab87-e83bb40e7c36>

You may resubmit your work here until the deadline. Please ensure that you submit a single document that incorporates the cover sheet whenever you submit.

Available from: Tuesday, 4 December 2012, 12:54 PM

Due date: Friday, 14 December 2012, 02:00 PM

Your students will click on this [SUBMIT] link to upload their text based assignment to Turnitin. You may use it to upload assignments on your students' behalf.

[\[SUBMIT\]](#)

View 0 submitted as

Moodle Docs for this page

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Modify an existing Turnitin submission area's settings

If having set up a Turnitin submission area you want to make changes to the assignment information displayed to students (or the lack thereof), or to change or add other features, you can do this by taking the following steps:

1. Locate the Turnitin submission area/link you wish to edit and click on it.
2. Click on **View X submitted assignments** (upper right-hand corner of the screen)
3. Under the TurnitinUK logo click on the **Edit assignment** tab
4. On this screen it is possible to edit the **Assignment title** (i.e. the name of the Turnitin submission link that appears on the module site homepage), the **Point value** (i.e. what the assignment will be marked out of), as well as the **Start, Due** and **Post dates** and times. If you only need to amend one or more of these fields, click on **Submit** and on the next screen, return to the module site homepage by clicking on the module name or code in the uppermost Navigation bar (or breadcrumb trail if there is more than one).
5. Otherwise, click on **+Optional settings** and edit or amend the settings now displayed as required. [**Note:** *If you are unsure about what a particular setting does, click on the adjacent ? in a blue circle*].
6. Then click on **Submit** at the bottom of the screen and on the next screen that appears return to the module site homepage by clicking on the module name or code in the uppermost Navigation bar (or breadcrumb trail) if there is more than one.

Additional Turnitin support for managing the Assignment inbox

For instructions on doing other things in Turnitin **NOT** related to using GradeMark online marking tools you the manual below quite useful. However, because it is created for a generic audience some features referred to may not be the same, or relevant to Roehampton users. For example, we don't currently have the e-rater tool.

 [Turnitin Moodle® Integration - Instructor User Manual - Updated 13-SEP-12](http://pages.turnitin.com/rs/iparadigms/images/Moodle_Integration_Instructor_Manual.pdf)

(http://pages.turnitin.com/rs/iparadigms/images/Moodle_Integration_Instructor_Manual.pdf)

See pp. 3-10 for more on creating a Turnitin assignment.

Additional in-house support

If you encounter any problems or require assistance or training please do not hesitate to contact your Department's E-Learning Adviser or Moodle Support on +44 (0) 208 392 5006 or email: moodle@roehampton.ac.uk or log a job in [Virtual Librarian](#).